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R U L E S

A N D

O R D E R S

F O R T H E

G O V E R N M E N T

O F T H E

Glocester Infirmary.



G L O C E S T E R :

R I N T E D B Y R . R A I K E S , 1790.



R U L E S

A N D

O R D E R S

FOR THE GOVERNMENT OF

The Gloucester Infirmary.

I.

THAT the Government of this Society be placed in the hands of Governors, by the name of *the* PRESIDENT, VICE-PRESIDENTS, and GOVERNORS of *the* GLOUCESTER INFIRMARY.

II.

THAT the BISHOP of GLOUCESTER, for the time being, be requested to accept the office of PRESIDENT; but in case of his refusal that a PRESIDENT be elected by a General-Court.

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III. THAT

III.

THAT all Subscribers of *Two Guineas per Annum*, or Contributors of *Twenty Pounds*, or more, at one time, shall be Governors, and may attend and vote at all meetings of the Governors.

IV.

THAT the Physicians and Surgeons attending the Infirmary be Governors, and have votes at all Boards.

V.

THAT all matters relating to this Society be determined by a majority of votes present; or by ballot, if demanded by three or more Governors.

VI.

THAT a General-Meeting of the Governors be held at four stated times in the year, or in the several weeks of the *Lent* and *Summer* Affizes, and of the Sessions after *Michaelmas* and *Christmas*. But that the days and hours
of

of such meetings shall be ordered by the Weekly-Board. And that the Anniversary Sermon be preached at the Cathedral on the Sunday preceding the Summer Assize.

VII.

THAT no person shall have a vote at any General-Meeting, unless he hath been a subscriber for six months complete, to be computed from the day he paid his first subscription.

VIII.

THAT a Weekly-Board of Governors meet every *Thursday* at twelve o'clock in the forenoon at the Infirmary, and in the absence of the PRESIDENT and VICE-PRESIDENTS chuse a Chairman.

IX.

THAT the Physicians, Surgeons, Treasurer, Secretary, and Matron, be elected by a General-Court, but that the Nurses and Servants be appointed, suspended, or removed by the Weekly-Board.

X. THAT

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THAT the PRESIDENT, or in his absence the Weekly-Board have power to summon a General-Meeting upon any special occasion, giving one month's notice in the Gloucester Journal, and, if thought proper, in one or more of the London Papers, and specifying the business to be transacted at such meeting.

XI.

THAT whenever a Vacancy shall happen in the office of Treasurer, Secretary or Matron, the Weekly-Board may appoint a person to supply the vacant office, till a General-Meeting shall be held for the purpose of filling it up.

XII.

THAT, at every Weekly-Board of Governors, the proceedings of the former Board shall be first read over; and that no order of any such Board shall continue in force longer than until the next Board, unless then confirmed; but that the Weekly-Board shall have no right of ordering any thing that interferes with

with the printed rules of the House; and that all proceedings of General or Weekly-Boards shall be fairly registered in a proper book kept for that purpose.

XIII.

THAT the Weekly-Board of Governors have power to visit, inspect, and regulate the affairs of the House, and to elect two Governors, who shall be desired to visit the House daily for the ensuing week; And if any matter shall occur to them worthy of immediate notice, that they act according to their discretion and the emergency of the case, and report the same to the next Weekly or Quarterly Board: But that any Governor may personally inspect the state of the Infirmary and the patients at any seasonable time.

XIV.

THAT the Treasurer for the time being give *Fifteen Hundred Pounds* security, and that an account of the receipts and payments of this Infirmary be stated, balanced, and signed by him once in every Quarter, and entered fairly in a book to be kept by him for the inspection

specification of the Governors at each Quarterly-Court.

XV.

THAT the Accounts of the Infirmary be examined at every Weekly-Board; that all bills be discharged by the Treasurer himself, or by the Secretary, and that this be done once a month, or oftener, after such bills have been allowed by the Weekly-Board, and signed by the Chairman, and two of the Board.

XVI.

THAT a Report of the number of patients received and discharged within the year, with an abstract of these rules, and a state of the subscriptions paid or in arrear, and of the accounts of the Infirmary, be drawn up at the end of every year, and published before the Annual-Meeting in the week of the *Summer-Affize*, for the satisfaction of the contributors, to whom the Secretary should take great care to distribute the same.

XVII.

THAT subscriptions may be taken in at any time; but that all subscribers be requested
to

to pay their yearly subscription to the Treasurer or Secretary, as soon as may be after the commencement of the year, which is on the *first day of January*.

XVIII.

THAT to all persons, whose subscription shall be in arrear, a monitory letter shall be sent by the Secretary, to prevent farther delay of payment.

The FORM of the MONITORY LETTER.

S I R,

I N compliance with the rules of this society, I am to acquaint you that it appears, by our books, that your subscription of
per ann. payable last *has not*
yet been received. It is therefore the request
of the Board, that you will be pleased to pay it
to

or

and excuse this application from

your humble servant,

SECRETARY.

B

XIX. THAT

XIX.

THAT any Officer or Servant of the Infirmary, who shall presume to give to, or take of, any tradesman, patient, servant, or stranger, or any other person, any fee, reward, or gratuity of any kind, directly or indirectly, for any service done, or to be done, in or on account of the Infirmary, shall be immediately dismissed.

XX.

THAT no person, except employed in the necessary business of the House, be allowed to go into the wards before eleven o'clock in the morning, (or at any time for more than half an hour) and without a guide appointed by the Matron; but that no such person be admitted into any of the wards, during the time the Surgeons are dressing.

XXI.

THAT Poor's Boxes be set up in the *Infirmary*, in the *Cathedral Church*, and in *all other Churches* in the *City*; to each of which there shall be two locks, of which one key shall be kept

kept by the Treasurer, and the other as the Weekly-Board shall direct; and that such boxes be set up in the several Parish-Churches of *Cirencester, Cheltenham, Tewkesbury, Stow, Chipping-Campden, Minchinhampton, Tetbury, Dursley, Newent, Wotton-under-edge, and Stroud*, and in the following Inns, viz. the *King's-Head, Bell, Boothall, and Swan* in *Glocester*, the *Swan* in *Tewkesbury*, the *King's-Head* in *Cirencester*, the *Plough, Swan* and the *Public Breakfast Room* in *Cheltenham, Frogmill, King's-Head* in *Northbleach, Red Lyon* in *Newport, George* in *Frocester, Fleece* in *Rodborough, Beaufort-Arms* at *Petty-France*, and *Green-Dragon* on *Corse-Lawn*, and in as many other Churches, Dissenting-Meeting-Houses, and other places, as the Weekly-Board shall direct; and of these boxes, one key shall be kept by the nearest residing Governor, and the other by the Secretary of the Infirmary.

Admission and Discharge
O F
P A T I E N T S.

XXII.

THAT a Register be kept by the Apothecary, in which shall be entered the names of the in and out-patients, the parishes they belong to, their ages and distempers, by whom recommended, when admitted, when discharged, and in what state.

XXIII.

THAT every subscriber, for *each Guinea per ann.* subscribed by him, shall have a right to recommend one in-patient, and one out-patient within every year, provided that the
in-

in-patients recommended by any subscriber, shall not exceed five in one year; that no benefactor of less than *Twenty Pounds* at one time, shall recommend any patient; that a benefactor of *Twenty Pounds* given at one time, shall have the privilege of a subscriber of *Two Guineas per ann.* and a benefactor of *Fifty Pounds*, the privilege of a subscriber of *Five Guineas per ann.*; but that no subscriber whatever, shall have more than one in-patient at a time; and that no new subscriber shall have a right to recommend a patient, till his subscription has been paid two months.

XXIV.

THAT no subscriber be permitted to recommend patients to this Infirmary by Proxy, without an appointment of such Proxy previously made, given, and filed in the Secretary's office, and that no subscriber after such appointment shall be permitted to recommend patients in his own name, but by his Proxy only, until it be revoked by him in writing.

XXV.

THAT such persons, as are recommended by a subscriber, whose subscription is paid,
and

and appear to the Weekly-Board and receiving Physician or Surgeon to be curable and real objects of the charity, be admitted at the Weekly-Board on *Thursdays* and at no other time, except in case of accidents, and such sudden emergencies, which, in the opinion of the receiving Physician or Surgeon, will admit of no delay; in which cases the Apothecary and Matron are to receive patients into the House immediately, and without a recommendation.

XXVI.

THAT no women big with child, no children under seven years of age, no persons disordered in their senses, or suspected to have the small pox, itch, or other infectious distemper, or who are not clean and free from vermin, nor any who are apprehended to be in a consumptive or dying condition, or who are suspected to have the venereal disease, or who may receive equal benefit as out-patients, be admitted into the Infirmary as in-patients, or permitted to stay in it; but exceptions to this rule are to be made in cases of sudden accidents, or other extraordinary emergencies. All *In-Patients* are expected
to

to bring with them *three Shirts or Shifts*, and other necessary apparel.

XXVII.

THAT none shall be assisted with advice or medicines, who are able to subsist themselves, and pay for their cures, or who shall have the venereal disease, or shall ask alms in or about the Infirmary, or elsewhere within the town.

XXVIII.

THAT the form of a recommendation be in the manner, or to the effect following, and that printed copies thereof be sent to every subscriber, viz.

To the Governors of the Infirmary at Gloucester,

Day of 17

Gentlemen,

*I desire you will admit
of the parish of aged years,
whom I believe to be poor, and a real object of
charity,*

charity, to be an In-Patient of the Infirmary, and you will oblige

your humble servant,

*P. S. I promise to remove the said
upon receiving notice for that purpose.*

*N. B. It is thought proper to request that
the greatest Care be taken by the Recommender,
to ascertain the Parish of an In-Patient.*

XXIX.

THAT in case any person recommended for an In or Out-Patient be thought improper to be received as such, the following letter shall be sent to the person recommending, viz.

S I R,

*According to the rules of this Infirmary, I
am directed to acquaint you, that
recommended by you for an
Patient, appears improper to be admitted as such,
because*

SECRETARY.

XXX. THAT

XXX.

THAT in case the House shall be full at the time of any recommendation, then the subsequent letter shall be sent to the person recommending, viz.

S I R,

According to the rules of this Infirmary, I am directed to acquaint you, that

recommended by you for an In-Patient, could not be received into the House this day, for want of room, but is now entered regularly in our books as an In-Patient, and will be admitted into the House as soon as there is a Vacancy, of which you shall have notice, and in the mean time will be considered as an Out-Patient.

SECRETARY.

XXXI.

THAT whenever there is want of room in the Infirmary, for the admission of such in-patients as are recommended and qualified

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according

according to the rules of the charity, they shall be first received, whose cases will admit of the least delay ; and in cases of equal exigence, the preference shall be given, in the first place, to such persons as are sent from the greatest distance ; in the second, to the recommendation of such subscribers, as shall not have recommended any in-patients within the year ; and, in the third, to the recommendation of such as are the greatest subscribers to the charity: And that they who are proper objects, and shall be excluded at any time for want of room, shall be forthwith entered in the books as in-patients, and be afterwards received into the House by the Matron, without order, on the first vacancies which shall happen.

XXXII.

THAT a list of the persons recommended, be delivered in at the Board by the Secretary ; and that no person be received on the admitting-day, but between the hours of eleven and two.

XXXIII.

THAT when the patients are cured, they be enjoined by the Chairman to go immediately

diately to their houses, to return thanks in their respective places of worship, and to inform the Recommenders of their discharge; but in case they live at a distance from such Recommenders, that the Secretary do it by the following letter.

SIR,

Glocester Infirmary, 17

A. B. recommended by you as a Patient, was this Day discharged.

I am your very humble servant,

SECRETARY.

XXXIV.

THAT whenever patients are discharged for Non-attendance or Irregularity, (children under fourteen years of age excepted) their names and the reason of such discharge shall be registered by the Secretary, and they never shall be admitted as patients again, unless by the particular direction of the Weekly-Board; and the recommenders of such patients shall

be acquainted with their discharge by a letter in the following form, viz.

S I R,

The Weekly Board, on examination, being fully assured of the irregular Behaviour, or wilful Non-attendance of A. B. recommended by you, have, according to the Rules of the House, this day discharged him, or her.

SECRETARY.

XXXV.

THAT all letters, post or carriage paid, relating to the business of the House, shall be immediately answered by the Secretary.

XXXVI.

THAT over and above the stated number of beds in the Infirmary, two beds shall be always ready to receive any poor persons, who by sudden accidents stand in need of immediate relief; as likewise two or more beds in separate rooms, for the reception of such patients, as the Physicians shall judge proper to be placed there.

XXXVII. THAT

XXXVII.

THAT all persons admitted into the House, and in two months receiving no benefit, be discharged, unless the Physicians or Surgeons certify to the Weekly Board, that there is a probability of their being cured, or receiving considerable relief.

XXXVIII.

THAT no Soldier be admitted an In-Patient, until his Officer has engaged to pay his subsistence-money to the Treasurer, for such time as he shall continue in the House; except Soldiers on furlow, when there is no Officer at hand to engage for doing it, and such as bring recommendations from subscribers.

PHY-

PHYSICIANS AND SURGEONS.

XXXIX.

THAT the Physicians and Surgeons, one of each, attend in their turns at the Hospital every *Thursday* at eleven o'clock to examine those, who shall be recommended for patients, to certify their opinions of the several cases to the Weekly-Board, and to receive under their care such as shall be admitted, and that they attend every *Saturday* at eleven o'clock to prescribe for their out-patients then on the book.

XL.

THAT all patients be under the care of the Physician or Surgeon, whose turn it was to attend, when they were admitted.

XLI.

THAT each Physician and Surgeon be allowed to take Pupils and to receive a satisfactory gratuity from them for their instruction in the Infirmary, but that no such Pupil shall be permitted to prescribe in any case, or to perform any operation.

A P O-

A P O T H E C A R Y.

XLII.

THAT the appointment of the Apothecary be vested in the Physicians and Surgeons of the Infirmary, provided they agree unanimously in such appointment, otherwise that it be elective by a General-Court.

XLIII.

THAT the Apothecary be not permitted to take any Pupil or Apprentice but at the especial recommendation of all the Physicians and Surgeons, or by the order of a General-Court: That the Physicians and Surgeons be empowered to regulate the conduct of all the Pupils, and in case of misbehaviour to discharge any of them from their attendance on the Hospital. But that no Pupil be permitted to lodge or board in the House.

XLIV-

THAT the Apothecary fix two tickets on each patient's bed, one specifying the name of the patient, together with that of the physician, surgeon, or both occasionally, and the other
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the diet, according to the prescription of the physicians or surgeons, and give a list of the same to the matron each prescribing day.

XLV.

THAT he visit the wards every morning, and be ready to report the state of the patients to the physicians and surgeons.

XLVI.

THAT he dispense no medicines without the direction of the physicians or surgeons, except in cases of necessity, when they cannot be consulted.

XLVII,

THAT he make a report to the Weekly-Board of all patients received into the House in the foregoing week, and deliver a list at every Board of such patients as have been in the House two months.

XLVIII.

THAT he be unmarried and free from the care of a family, and that he doth not presume to practice as an Apothecary out of the House,

House, or attend any other business than that of the Infirmary.

XLIX.

THAT he does not suffer any apothecary, or other person to inspect the physician's books, without leave of the physicians.

L.

THAT no Drugs nor Medicines be bought without an order from the Board, except in cases of necessity; and then not without an order signed by one of the physicians.

LI.

THAT no Drugs nor Medicines be deposited among the stores till they have been first inspected by one of the physicians.

LII.

THAT the Apothecary and Matron be not out of the House at the same time.

LIII.

THAT the Apothecary never be absent from the Infirmary at the time when the physicians

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and furgeons are to attend, and that, in case of absence, he always give notice to the matron, and be within call ; that he be at home at ten o'clock at farthest in the evening, and do not lie out of the House without special leave from the Board, or Visitors of the week; and that in such case, he procure another apothecary, who shall be approved by the physicians, to officiate in his place.

S E C R E T A R Y.

LIV.

THAT the Secretary attend at every Board, to minute down and register the names of the Governors present, and their proceedings ; that he be always ready to produce the books and accounts of the Society fairly written ; that he keep a minute book for the use of the Governors at any other time inspecting the Infirmary ; and also a copy of the inventory given to the matron : That he register the clauses of wills bequeathing legacies to the Infirmary, as they are notified to him ; that he discharge all bills for the Treasurer (if so required by him) keeping an exact account of the same ; and that he superintend the weighing of the wheat
and

and of the flour as they are sent to, and returned from the mill.

M A T R O N.

LV.

THAT the Matron be unmarried, and free from the burthen of a family ; that she take care of the household goods and furniture according to the inventory given her ; and that she be ready to give an account thereof when required.

LVI.

THAT she weigh and measure all the provisions and necessaries which come into the House, and keep a daily account thereof, to be given in to the Weekly-Board, and never suffer any of them to be carried out ; that she overlook the patients and servants, and take care that the wards, chambers, beds, cloaths, linen, and all other things within the Infirmary be kept neat and clean ; and for these ends all the patients and servants shall be submissive and obedient to her.

LVII.

THAT she keep a diet book, by which the number of patients on each diet may be known.

LVIII.

THAT she go into each ward every morning and evening, and cause the names of all the patients to be called over; and that she enter into a book the names of the patients who are absent at such times from their respective wards without her leave, or who have in any other respect transgressed the rules of the Infirmary.

LIX.

THAT she take care of the keys of the doors, and see that the outer gates be always locked at nine in the evening, and not opened before seven in the morning, from Michaelmas to Lady-Day, and locked at nine in the evening, and not opened before six in the morning from Lady-Day to Michaelmas, unless ordered otherwise by the Weekly-Board, or, in cases of great emergency, for the service of the patients.

LX. THAT

LX.

THAT she see that all the nurses, servants, and patients, do their duty, and observe the rules of the House: and that, in case of misbehaviour or neglect, she acquaint the House-Visitors or the Weekly-Board therewith

S E R V A N T S.

LXI.

THAT the Porter carefully attend the gate, and suffer no in-patient to go out without leave; and that he inform the matron of every stranger who comes into the Infirmary.

LXII,

THAT he obey the orders of the physicians, surgeons, and apothecary; and that, when he is to be absent upon any business, he give the matron notice, that she may appoint a person to attend the gate.

LXIII.

THAT the person employed to bake and brew for the House, do keep an exact account of the weight of the wheat sent to and of the flour

flour returned from the mill, of the measure of the flour delivered out for baking, of the number and weight of the loaves baked; of the quantity of bran and gurgins sold; and also of the malt used in brewing; and of the nature and quantity of the liquor brewed; and that he deliver in his account once a month to the Weekly-Board.

LXIV.

THAT all persons concerned as servants be free from the burthen of children and the care of a family.

LXV.

THAT the Nurses dine together at a stated time with the other servants.

LXVI.

THAT a table of diet be hung up in every ward, for the information of the patients; and that the patients on low diet be served first at every meal.

LXVII. THAT

LXVII.

THAT persons be permitted to visit the patients on the two following days, viz. Mondays for inhabitants of the city, and Saturdays for country people, between the hours of three and four in the afternoon from Michaelmas to Lady-Day; and of four and five from Lady-Day to Michaelmas; and that patients, allowed by the faculty to go out of their wards, shall see their friends in a place appointed by the matron.

LXVIII.

THAT such persons as shall be detected in bringing provisions or liquors of any sort to the patients, or in carrying them from the House, be not permitted to visit them again.

LXIX.

THAT the Nurses clean their respective wards before seven in the morning, from the first of March to the first of October; and before eight from the first of October to the first of March, and that they serve up all the breakfasts

fasts within an hour after the wards are cleaned.

LXX.

THAT the Nurfes and other Servants be very diligent in complying with the orders of the matron and their other superiors; and that they behave themselves with tenderness to the patients, and with civility and respect to all.

LXXI.

THAT no fervant belonging to the Infirmary, having been once removed for misbehaviour by a Court of Governors, be capable of being taken again into the service of the House.

LXXII.

THAT any fervant of the Infirmary, being taken ill, be received as a patient without any recommendation, and entered in the books as a fervant of the House.

I N - P A T I E N T S.

LXXIII.

THAT no Patients go out of the Infirmary without leave of their physicians or surgeons ; and that none shall be out of the Infirmary without such leave on pain of expulsion.

LXXIV.

THAT no patients sit up after nine o'clock in the winter, or after ten in the summer ; and that every patient, who is judged able by his physician or surgeon, shall rise by seven in the summer, and eight in the winter.

LXXV.

THAT the patients who are able, and the nurses and other servants who can be spared from the necessary business of the House do constantly attend daily prayers ; that they do not swear or curse, or give abusive language, or behave themselves indecently in any other way, on pain of expulsion.

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LXXVI. THAT

LXXVI.

THAT no men-patients go into the women's ward, nor the women into the men's without leave of the matron or apothecary.

LXXVII.

THAT no patients presume to play at cards, dice, or any other game, or to smoke in the wards, or elsewhere, within the Infirmary.

LXXVIII.

THAT such of the patients as are able to work, assist the nurses and other servants in nursing the patients, washing and ironing the linen, washing and cleaning the wards, and in doing such other business as the matron shall require; that the men-patients assist in the garden when allowed by the faculty; and that the patients who are qualified, be employed under the direction of the Chaplain, in teaching the children and others to read, and in hearing them repeat the Church-Catechism.

LXXIX.

THAT the rules concerning the conduct of the nurses, patients, and servants, be read
over

over once a week in all the wards by one appointed by the matron for that purpose.

LXXX.

THAT the Weekly-Board of Governors be at any time empowered to allow a sum not exceeding half a crown a week to be paid by the Infirmary towards the maintenance and nursing of any patient who has been admitted as an In-Patient, but for whose cure the physician or surgeon having the care of such patient, shall judge a freer air necessary than that of the Hospital: provided that the circumstances of the patient, or the distance of his house does not, in the opinion of the Physician or Surgeon, and of the Weekly-Board, admit of his receiving relief, when placed upon the ordinary footing of an Out-Patient, such patient being considered as an In-Patient during the time of his or her being so relieved.

O U T - P A T I E N T S.

LXXXI.

THAT they attend exactly at the time appointed; and that, if they omit attending

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twice

twice together, without leave from their physicians or surgeons, they shall be discharged.

LXXXII.

THAT no medicines be given them till they deliver their vials, gallipots, and such medicines as they have not taken.

LXXXIII.

THAT no out-patients presume to loiter about the Infirmary-gate, or streets adjacent, but that they come directly into the place appointed to receive them; and that, as soon as their business is dispatched, they return to their respective homes, on pain of being discharged for irregular behaviour.

B A T H S.

LXXXIV.

THAT every person not a patient desiring the use of the cold-bath, shall, before they use it, pay into the hands of the apothecary, One Shilling for each time; and for the hot-bath, or sweating chair, Two Shillings and Six-Pence each time; which sums, and of whom
received,

received, shall be by him accounted for, and paid to the Treasurer for the use of the Infirmary; but that the patients of the Infirmary be never prevented from bathing or sweating at their appointed hours by any person whatever.

C H A P L A I N.

LXXXV.

THAT a Chaplain be appointed by the President for the time being, with a salary of Forty Pounds per ann.; That the duty be as follows: Prayers once in a day, in the Chapel or Wards, Sermon once in a week on Sundays; That the Sacrament be administered once in every Quarter; That the Chaplain be no Governor as Chaplain. But notwithstanding the appointment of such Chaplain as is aforesaid, it is intended that patients of all persuasions, except those of the established Church, may be attended in the manner they desire.

LXXXVI.

THAT a Register be kept by the Chaplain, in which shall be entered the names of the patients

tients, who shall be buried by him, their ages, the parishes they belonged to, and the days on which they were buried.

L E G A C I E S.

LXXXVII.

THAT in case any specific Legacy in Stock shall be left to the charity, the Treasurer shall give notice of such Legacy to the next Weekly-Board, after he shall be apprized thereof; and the same shall be transferred to the Trustees, in whose names the general Stock of the Infirmary for the time being stands, unless the Board, to which the report shall be made, shall order the same to be sold to answer the current expences of the Charity.

T H E

The FORM of a LEGACY.

ITEM, *I give and bequeath unto A. B. and C. D. the Sum of*

upon Trust, to the intent that they, or either of them, do pay the same to the Treasurer for the time being of a Society who call themselves The President, Vice-Presidents, and Governors of the Gloucester Infirmary, which said Sum of

I desire may be applied towards carrying on the charitable designs of the said Society.

F I N I S.



